

8 DEC 1969

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Quarterly Report -- July through September 1969

1. This report is for your information only.
2. The review and purge of records from the Records Center continued in each Directorate. During this reporting period 5,213 cubic feet of material was purged. Records Center disposals exceeded accessions during the quarter by 369 feet. The individual participation in the purge follows: DCI area, 16 feet; DDI, 3,535 feet; DDP, 241 feet; DDS, 644 feet; DDS&T, 55 feet; and the Records Center, 722 feet. Since the purge began in July 1968, a total of 23,349 feet of material has been purged.
3. On volume alone, the DDI area, which has 50% of the office records volume, conducted the most productive purge of Records Center holdings. Its total purge effort was especially successful in the removal of 1,900 feet of Supplemental Distribution Material (published intelligence). The vital records files and inactive office records also were purged for an overall reduction of 3,535.
4. Other noteworthy developments favorably impacting on the records storage problem include:
 - a. The annual records inventories showed a reduction of 9,285 feet in the volume of material held in Agency offices. (Total in Office on 1 July 1969 -- 212,168 feet)
 - b. The annual inventory was conducted using Records Control Schedules as yardsticks. This improved the effectiveness of the inventories and in many cases resulted in reduced retention periods.
 - c. Many files of the types formerly sent to the Records Center are now destroyed in the offices by the file custodians in accordance with revised schedules.

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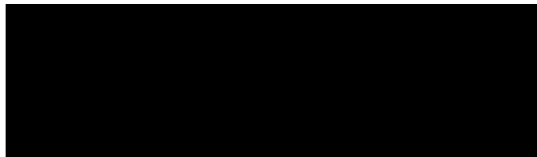
- d. A total of 51,188 feet of office files was destroyed last year. This is an increase of 10,440 feet over the previous year.
 - e. New Directorate regulations have been issued establishing more stringent controls over records procedures. This will have a favorable effect upon office holdings and retirements.
5. Directorate microfilm activities reported include:
- a. The Cable Secretariat filmed 250,000 cables (73 feet).
 - b. The Central Reference Service of DDI continues its extensive program to photograph and convert intelligence reports to aperture cards.
 - c. A Clandestine Service Working Group will in the near future submit recommendations to the DDP on the use of microfiche at Headquarters and in Field Stations.
 - d. In the DDS:
 - (1) Twenty-five files are being filmed for vital records storage.
 - (2) In the Office of Communications engineering drawings are being photographed.
 - (3) The Office of Security is conducting a feasibility study on the filming of polygraph files.
 - e. DDS&T has microfilmed 185 feet of cables and intelligence reports. Other reports and publications are being studied for potential microform application.
6. Other significant activities which impact upon Agency Records Management include:
- a. The DDS&T Inventory of Office records was computerized to provide accurate, accessible data on space, equipment, and records flow and volumes to facilitate their management.

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- b. NPIC has begun the installation of motorized shelving. Upon completion 4,700 square feet of floor space will be released to other activities.
- c. Motorized shelving is scheduled for installation in the DDP in December 1969. File capacity will be increased by approximately 60% in the same amount of floor space.
- d. The results of the feasibility study on the installation of motorized shelving at the Records Center are expected soon.

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Chairman
Records Management Board

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TRANSMITTAL SLIP		DATE
TO: Mr. Bannerman via Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
<p>For Review and forwarding to Col. White.</p> <p>Here is the latest report from the Records Management Board.</p> <p>The Purge continues with another 5,213 cu. ft. destroyed, bringing the cumulative total to 23,349 but the net gain in storage capacity has only grown to 4,555 cu. ft. to date.</p> <p>Several other records control actions are reported and include microfilm activity.</p> <p>25X1A</p>		
FROM: [REDACTED]		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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